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Chief, Personnel Security Division

18 August 1948

Acting Deputy for Security

OSO Security Briefings

1. There are three types of briefings given OSO personnel as follows:

- a. Briefing for personnel going overseas.
- b. De-briefing of personnel returning from overseas assignments.
- c. Briefing or exit interviews for employees on extended leave or terminating employment.

2. Briefing for personnel going overseas. The subject is interviewed to determine that everything necessary preparatory to subject's departure has been taken care of and that all basic security questions have been answered and explained to subject's satisfaction. There should be a discussion of the subject's [REDACTED]

[REDACTED] and this should be discussed to determine that subject has a full and clear understanding of his cover designation. Subject should be questioned as to hypothetical incidents that might arise, such as meeting friends or some other situation where his cover might be threatened as to how subject can properly meet this situation. Subject should be questioned as to his appreciation of security, whether the security aspects of his training were well handled, and whether from a security standpoint he feels he is properly protected. If any questions develop during the interview that the interviewer cannot answer, subject should be referred to the OSO Training Section or his branch chief for an appropriate explanation prior to the signing by the interviewer of his security clearance check sheet. Personnel clearing for overseas assignment will not arrive at the I & S offices at a designated time but will show up unannounced, as they have approximately ten days to complete their clearance checks. The interviewer must always consult the security file first before conducting the interview.

3. De-briefing of personnel returning from overseas assignments. This is a more difficult interview in that personnel are experienced and have been serving abroad. Purpose of the interview is to encourage the returnee to talk about his problems and conditions that existed in the course of his assignment. He should be specifically questioned concerning the security of his operations, what his problems were, what corrections might be made, or what suggestions could be advanced for elimination of security hazards. Further, were the services as transportation, etc., properly handled during his trip in a manner which did not jeopardize his cover and operations. The security aspects of the subject's cover should

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be discussed, and whether his credentials were appropriate to maintain his cover. The conditions at his post of assignment from the standpoint of physical and operational security should be considered together with his relationships with personnel of the other government services as [REDACTED]

The general situation at the post should be discussed, particularly with a view to determining the working conditions at the post and whether relationships with other services were cordial and satisfactory. Subject should be encouraged to report any information concerning other personnel or situations encountered during the course of his assignment on the basis that the source will be appropriately protected and that we would be in a position to initiate action for corrective measures.

Any information developed during the course of this interview which would be of interest to the Assistant Director, OSO or any of his branch chiefs, from an operational or personnel standpoint should be reported to the Chief, Security Branch, for transmission to OSO. This particularly applies where [REDACTED] relationships with CIA are concerned.

4. Exit interviews for termination or extended leaves of absence.
The usual criteria as applied to CIA personnel will apply in this instance.

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Acting Deputy for Security

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